

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



EXECUTIVE DIRECTOR

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

EXEMPT APPOINTMENT

The California Commission on Teacher Credentialing seeks an experienced individual with strong administrative, management, and leadership experience; an understanding and appreciation of the mission and structure of the Commission; and a superior reputation among college, university, education experts, and/or state officials as Executive Director and advisor to the Commission; Chief Executive Officer of the Commission; and Director of External Relations for the Commission.

POSITION TITLE: Executive Director, California Commission on Teacher Credentialing

EXEMPT POSITION: Interim Appointment

SALARY: \$9972 - \$10,786 (per month)

FINAL FILING DATE: July 1, 2006
Applications and Statements of Qualifications must be postmarked or faxed by the final filing date.

Agency - The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. It was created in 1970 by the Ryan Act and is the oldest of the autonomous State standards boards in the nation. The Commission serves as a State standards board for education preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. The mission of the California Commission on Teacher Credentialing is to assure the talented educators that our students deserve and our communities require by ensuring that those who educate the children of California are academically talented and professionally prepared.

The Commission consists of nineteen Members, fifteen voting Members and four ex-officio, non-voting Members. The Governor appoints fourteen voting Commissioners and the State Superintendent of Public Instruction or his/her designee serves as the fifteenth voting Member. The four ex-officio Members are selected one each by the major elements of the California higher education constituency: Association of Independent California Colleges and Universities; Regents of the University of California; California Postsecondary Education Commission; and the California State University. The Governor-appointed Commissioners consist of six classroom teachers, one school administrator, one school board member, one school counselor or services credential holder, one higher education faculty member from an institution for teacher education, and four public members. The Commission's 179 staff is led by the Executive Director.

Duties/Responsibilities – The Executive Director has three broad roles and responsibilities, Director and Advisor to the Commission that directs the Executive Director's activities; Chief Executive Officer of that Commission; and director of external relations for the Commission:

As Director and Advisor to Commission Members, the Executive Director shall:

- Develop and recommend legislation, Administrative Code regulations, and Commission policies and procedures designed to improve teacher preparation and licensing in California.
- Assure efficient and effective functioning of the Commission, including preparation of Commission and Committees' agenda, implementation of directives recorded in Commission minutes, and organization of special conferences sponsored by or for the Commission.

- Keep the Commission abreast of significant research, field studies, reports, and other findings related to the preparation and licensing of personnel.
- Annually evaluate the effectiveness of the operation of the office of Executive Director, in conjunction with an evaluation of the effectiveness of ongoing contracts and communication with the Commission.

As Chief Executive Officer of the Commission, the Executive Director shall:

- Perform the statutory responsibilities of the Commission. Any power, duty purpose, function, or jurisdiction which the Commission may lawfully delegate is delegated to the Executive Director unless the Commission specifically has reserved the same for its own action.
- Organize, coordinate, and supervise Commission staff, delegating to subordinates any responsibility or activity not otherwise specifically assigned to the Executive Director by action of the Commission budget; and administer contracts.
- Provide fiscal management for the Commission, notably through development, presentation, defense, and implementation of the annual Commission budget; and administer contracts.
- Be the chief planner for the Commission, providing reports periodically on the status of projects planned or authorized by the Commission.
- Develop, publish, and administer the Commission's Strategic Plan.

As spokesperson for the Commission, the Executive Director shall:

- Assume leadership statewide in the improvement of teacher preparation and licensing.
- Serve as liaison with, and convey findings and recommendations of the Commission to, the Legislature, the Governor, the State Board of Education, the Superintendent of Public Instruction, the State Department of Education, the Department of Finance, the training institutions, other interested agencies, and the general public.
- Establish cordial and effective relations with the public media and conduct media conferences when necessary or requested by the Commission.
- Participate in regional and national conferences dealing with teacher preparation and licensing.

Desirable Qualifications:

- Broad and extensive senior management or administrative level experience with an educational system;
- Appropriate formal education;
- Experience working with Commissions, Boards, and Committees;
- Experience appearing before legislative and administrative bodies;
- An understanding of the administration of educational programs;
- Pre-kindergarten through twelfth grade teaching experience.

Personal Characteristics:

- The ideal Executive Director will have demonstrated outstanding leadership skills with a solid record of achievement as an executive. He/she will be broadly knowledgeable of education issues and will possess excellent consensus building, negotiation and communication skills, and will enjoy a reputation for honesty, integrity, strong character, creative strategic thinking, and for working effectively with Commissions.

How to Apply:

Persons interested in applying may mail or fax a resume and a Statement of Qualifications that specifically details qualifications relevant for the position to:

California Commission on Teacher Credentialing
Attention: Heidi Brida
 1900 Capitol Avenue
 Sacramento, CA 95814-4213
 (916) 322-6199
 (916) 324-6064 (Fax)

Special Arrangements - If you have a disability and need specific accommodations, please indicate accommodation needed in resume. Applicants will be notified to make special arrangements.

Revised Release Date: 06-09-06

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

